

ADMINISTRATIVE - INTERNAL USE ONLY

OS REGISTRY

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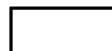
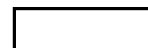
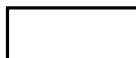
16 JUL 1973

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MEMORANDUM FOR: Director of Personnel
Director of Security

SUBJECT : Drug Abuse

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ATTACHMENTS

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Approved For Release 2002/05/07 : CIA-RDP83B00823R000900080019-8
This Notice Expires 1 July 1974

PERSONNEL

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DRUG ABUSE

1. The families of several Agency employees have experienced serious problems due to the ready availability of drugs in overseas locations. In a number of instances this resulted in the employee's early return short of tour. In view of these difficulties seminars have been developed to better prepare employees and their dependents to cope with such circumstances. The seminars are designed to inform employee parents of the Agency's position on drug abuse, the measure and effect of various drugs, the availability in overseas areas, the legal hazards and embarrassments implicit in drug use in foreign countries, and methods of identifying symptoms of drug abuse.

2. Employee parents are required to attend seminars on drug abuse in the course of processing for assignment overseas. Spouses must accompany the employee/sponsor. Single employees are invited to attend but, attendance is not mandatory.

3. Following attendance at the seminars, employee parents are required to discuss the general circumstances of the overseas drug problems with those of their children who are at appropriate ages.

4. Employees on headquarters TDY between assignments abroad will be directed to the Office of Security by their components for special briefings on drug abuse problems.

5. The Office of Security will schedule employees and their spouses for appropriate seminars on drug abuse. Component administrative or personnel officers should call extension for information on the dates seminars will be scheduled and to make reservations.

6. As the Central Processing Branch, Office of Personnel, does not process all overseas travelers, there is no central point which can assume the responsibility for ensuring that all employee parents attend seminars. The responsibility must, therefore, be assumed by command and be centered in the operating component responsible for the administrative processing of employees assigned overseas PCS. Each employee will be given a Form 3494, Statement of Understanding, at the seminar he attends. This statement must be completed and delivered to the employee's administrative officer in his operating component before processing for overseas is completed. This statement will be filed as a permanent record in the employee's Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DISTRIBUTION: AB

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

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Where is
OP to
OMS on this
OP notes?

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This Notice Expires

SECURITY

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DRUG ABUSE

1. INTRODUCTION

Drug abuse in our society is of great concern. In the interest of the welfare of Agency employees, this notice sets forth Agency policies regarding the use thereof, and cautions personnel concerning drug abuse.

2. IDENTIFICATION OF ILLEGAL AND DANGEROUS DRUGS

The Bureau of Narcotics and Dangerous Drugs has identified the most common drugs being utilized illegally. This list, however, is continually changing. Any Agency employee can obtain a listing of these drugs by contacting either the Office of Medical Services or the Office of Security.

3. AGENCY POLICY AND EMPLOYEE RESPONSIBILITY

While the Agency endeavors to respect and protect the privacy of each employee to the extent possible, it cannot condone or permit the illegal use of drugs by an employee. It is the employee's responsibility to conduct himself in accordance with this policy. If an employee is identified as a drug abuser, appropriate administrative action will be taken which may result in suspension, and in certain cases, dismissal from the Agency.

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4. GUIDANCE

The Office of Security or the Office of Medical Services will furnish guidance to employees concerning this notice or any question that might arise concerning drug abuse.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

Distribution: ALL EMPLOYEES

SECURITY

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DRUG ABUSE

1. INTRODUCTION

Drug abuse in our society is of great concern. This notice is being published in the interest of the welfare of Agency employees and their dependents.

2. POLICY

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The Bureau of Narcotics and Dangerous Drugs has identified the most common drugs being utilized illegally. Any Agency employee can obtain a listing of these drugs by contacting either the Office of Medical Services or the Office of Security.

4. SEMINARS ON DRUG ABUSE FOR EMPLOYEES PROCESSING FOR OVERSEAS ASSIGNMENTS

- a. The families of several Agency employees have experienced serious problems due to the ready availability of drugs in overseas locations. In a number of instances this resulted in the employee's early return short of tour. In view of these difficulties seminars have been developed to better prepare employees and their dependents to cope with such circumstances. The seminars are designed to inform employee parents of the Agency's position on drug abuse, the measure and effect of various drugs, the availability in overseas areas, the legal hazards and embarrassments implicit in drug use in foreign countries, and methods of identifying symptoms of drug abuse.
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SECURITY

- c. Following attendance at the seminars, employee parents are required to discuss the general circumstances of the overseas drug problems with those of their children who are at appropriate ages.
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- e. The Office of Security will schedule employees and their spouses for appropriate seminars on drug abuse. Component administrative or personnel officers should call extension [REDACTED] for information on the dates seminars will be scheduled and to make reservations.
- f. As the Central Processing Branch, Office of Personnel, does not process all overseas travelers, there is no central point which can assume the responsibility for ensuring that all employee parents attend seminars. The responsibility must, therefore, be assumed by command and be centered in the operating component responsible for the administrative processing of employees assigned overseas PCS. Each employee will be given a Form 3494, Statement of Understanding, at the seminar he attends. This statement must be completed and delivered to the employee's administrative officer in his operating component before processing for overseas is completed. This statement will be filed as a permanent record in the employee's Official Personnel Folder.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Attachment: Form 3494

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